
SENIOR ANALYST & DIRECTOR OF PROJECTS

OVERVIEW OF THE POSITION

Position: Senior Analyst & Director of Projects (with potential for growth to a more senior role upon completion of initial term)

Contract Type: Freelance/ Consultant Contract

Work Hours: 30 – 50 hours a week. Exact work hours and days are negotiable, though some key functions will need to be undertaken within UK/ European working hours.

Location: Remote.

Nationality: All nationalities are eligible. There is the opportunity for a successful American candidate to become a W-2 employee, with her/his payroll taxes, health insurance, and social security contributions paid for by Libya-Analysis for the term of the contract.

Term: Fixed term appointment for 12 months. Option for promotion and conversion to a permanent position at the end of the period if mutually agreeable.

Start Date: As soon as possible, ideally by June 2020. Applications will be reviewed and interviews conducted on a rolling basis, with a strong preference for candidates who apply promptly.

Compensation/ Benefits: This is a freelance/contractor position. Nevertheless, we are able to provide many attractive benefits. In addition, Americans may be eligible to become W-2 employees. All candidates will receive:

- Competitive day rate
- Performance bonuses available
- Some expenses (like travel, IT, subscriptions) covered
- 10 paid vacation days a year

ABOUT THE ROLE

Libya-Analysis LLC is looking for a senior analyst and director of projects to join our expanding research team and help shape the future direction of the organisation. You will oversee the production of reports, alerts and analysis for our clients on developments in Libya, ensure Libya-Analysis products and services are delivered to the highest standard, liaise with clients to ensure quality is maintained, and manage new and existing research projects. You will also have the opportunity to bring your own specific areas of expertise to bear on future L-A projects and to create new research areas and product offerings. You can be based anywhere in the world, so long as you have a good internet connection and are able to work partially during UK/European working hours.

This exciting position offers a unique opportunity to become part of an experienced research team, develop your analytical and editorial acumen, engage with a range of client organisations, Western governments, and scholarly peers in the Libya field, and shape and manage new research projects. Those candidates who are interested will have the opportunity to expand our coverage into new

geographic or thematic areas (such as Tunisia, Gulf dynamics, human rights/development, government procurement, compliance, or other related topics). There is also the ability to build your personal profile via publishing articles, think tank reports, and appearing in the media.

ABOUT US

Libya-Analysis LLC is a small US-registered research consultancy with years of experience producing evidence-based analysis, forecasting and research on Libya. We help our clients make sense of the latest political, economic, commercial and security developments in Libya and provide both background information and real time insights into the complex dynamics driving events in the country. We also have a sister non-profit organisation called Eye On ISIS in Libya which monitors the activities of jihadi groups in Libya. We are a small but dedicated team who work remotely as a network of researchers, analysts and consultants. We are a truly international team, with team members based in the US, UK, Australia, France and North Africa. Please see [our website](#) for more details.

ABOUT THE CANDIDATE

We are seeking a self-starter who is keen to learn new things, eager to be mentored, and fascinated by the historical, political, military and commercial dynamics at play in Libya. The right candidate will utilize the flexibility offered by this position to achieve her/his personal goals and desire for work/life balance and personal growth. If you are intellectually curious, keen to learn more about Libya's history and present, love writing and editing, as well as working on challenging, time-sensitive, impactful projects within an elite team, this might be the role for you.

Responsibilities:

- To support the L-A Research Team with the successful creation and delivery of existing reports, products, alerts and consulting services to clients.
- To contribute to and oversee the analysis produced by the L-A Research Team on developments in Libya.
- To manage and oversee the editing and quality control process for L-A's existing reports and products.
- To be the main point of contact for certain L-A clients, liaising about product/research development, answering queries or requests for clarifications, and ensuring overall client satisfaction.
- To assist in identifying areas of improvement, streamlining, and repackaging within Libya-Analysis's current systems and product offerings.
- To undertake targeted business development initiatives in support of the acquisition of new clients and cross-sales activities to existing client base.
- To research and develop new products or services to address potential needs/gaps of existing/potential clients, which are not currently being met by other providers in the Libya space.
- To produce pitches and research proposals for existing or potential clients.
- To manage and oversee any new research projects or client products acquired through business development efforts.
- To engage with the academic, commercial, governmental, media and NGO communities involved with Libya.

Requirements (Essential)

- Excellent English language writing, editing, and analytical skills.
- At least 5 years' experience conducting research on the Middle East and North Africa (MENA) region.
- At least 3 years' experience conducting analytical work in a commercial environment or within a social sciences discipline.
- At least 3 years' experience of project management, preferably in a research or international context.
- Client engagement experience, ideally in a commercial setting.
- Excellent time management skills and ability to work to short deadlines.
- Excellent interpersonal skills - a good listener, a flexible colleague, and a team player.
- Graduate degree, ideally in a relevant discipline.

Requirements (Desired):

- Prior experience or knowledge of Libya (whether in a personal or professional capacity).
- Experience/expertise in a relevant non-Libya area such as Tunisia, Gulf politics, oil and gas, human rights, international business, risk management, law, sales, computer systems, compliance, security, or other relevant topics.
- A willingness to undertake extensive background reading and stay abreast of scholarly and think tank publications in the Libya field.
- Native English speaker.
- Good Arabic language reading and speaking skills.
- Ability to read/translate/conduct online research in Italian, Russian, or Turkish.
- Excellent online, social media, and computer skills.
- Experience working as part of a remote, international team.
- Experience pitching research products and writing research proposals.
- Experience in the energy, humanitarian, or think tank/foreign policy sectors.

To Apply:

Please send the following to Rhiannon Smith, rhi@libya-analysis.com and Jason Pack, Jason@Libya-Analysis.com, stating the position you are applying for and your earliest start date:

- CV
- Cover letter
- Unedited writing sample (this should be a one-page long excerpt taken from previously written work you have produced in the last year. Something about Libya, oil and gas, risk management, due diligence, or MENA-related topics would be most applicable).
- Details of two references

Please feel free to contact Rhiannon if you have any questions about this role or the application process. Please note, we are looking to appoint someone as soon as possible, so applications will be reviewed on a rolling basis with the first suitable applicant hired.